



NNSA Policy Letter: NAP-8

Date: January 16, 2003

TITLE: NNSA LEADERSHIP COALITION CHARTER

I. OBJECTIVE: Establish an NNSA Leadership Coalition comprised of NNSA Headquarters and field senior managers to develop strategies and recommendations to improve operational efficiency and effectiveness, enhance organizational communication and provide overall NNSA corporate direction and guidance.

II. APPLICABILITY: This Policy Letter is applicable to NNSA Headquarters and Site Offices and the Service Center.

III. REQUIREMENTS:

The Administrator, Principal Deputy Administrator, Deputy Administrators, Associate Administrators, NNSA Chief of Staff, General Counsel, Site Managers, and Service Center Manager are members of the NNSA Leadership Coalition. Each member will be actively involved and committed to the partnership of the NNSA Leadership Coalition.

The NNSA Leadership Coalition will meet on the third Thursday of every month for the time necessary to complete agenda items. The agenda and relevant information will be distributed via e-mail one week before the meeting. Each agenda topic will have a short summary sheet prepared by the responsible NNSA Leadership Coalition member that contains the title, the name of the individual that will lead the discussion, and a brief summary of the subject or issue.

IV. RESPONSIBILITIES:

- A. The Principal Deputy Administrator owns this Policy Letter. Any changes and/or deviations will be accomplished in accordance with NNSA Policy Letter NAP-1.
- B. The Administrator is the Chair of the NNSA Leadership Coalition.
- C. The Principal Deputy Administrator is the Alternate Chair of the NNSA Leadership Coalition.
- D. The Administrator, Principal Deputy Administrator, Deputy Administrators, Associate Administrators, NNSA Chief of Staff, General Counsel, Site Managers, and Service Center Manager are members of the NNSA Leadership Coalition. Should the

member be unable to attend, an alternate may attend.

- E. The NNSA Chief of Staff will solicit proposed agenda topics; distribute agenda topics, summary sheets, and advance reading material; maintain a 12 month revolving agenda, and maintain and distribute meeting minutes.
- F. The Principal Deputy Administrator will approve all agenda topics.
- G. Each member of the NNSA Leadership Coalition is committed to the partnership of the NNSA Leadership Coalition and will be actively involved. Each member will promote open communication and submit proposed agenda topics in the prescribed format.
- H. For the period between the effective date of this Policy Letter and the appointment of a Principal Deputy Administrator the Acting Chief Operating Officer will perform the duties of the Principal Deputy Administrator established by this Policy Letter.
- V. POINT OF CONTACT: Principal Deputy Administrator for the National Nuclear Security Administration, (202) 586-5555.

A handwritten signature in black ink, appearing to read 'Linton Brooks', is positioned above the printed name and title.

Linton Brooks
Acting Administrator